

Minutes of the  
Mid-Wisconsin Federated Library System  
Board of Trustees Meeting  
Tuesday, July 30, 2013

The regular meeting of the MWFLS Board of Trustees was called to order at 6:01 p.m. at Mid Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin. Ruth Schmitt called the meeting to order. Ruth welcomed Trustees, Staff, and Librarians.

ROLL CALL

MEMBERS PRESENT: Sarah Butts, Jane Colwin, Polly Edgar, Loren Gray, Paul Marose, Gary Morgenstern, Dwayne Morris, Janet Negus, Doug Rakowski, Ruth Schmitt, Sue Smith, Juanita Schultz, Dan Stoffel, William von Rohr.

MEMBERS ABSENT: Beverly Schroeder

MEMBERS EXCUSED:

MWFLS STAFF: Sue Cantrell, System Director; Jackie Jacak, Business Manager.

GUESTS PRESENT: Peg Checkai, Watertown; Mike Gelhausen, Hartford; Candy Graulich, Hustisford; Kathy Hookham, Palmyra; Leann Lehner, Jefferson; Connie Meyer, Fort Atkinson; Steve Ohs, Interim Library Director for LLS; Roberta Olson, Germantown; Dave Rank, West Bend Daily Citizen; Gerard Saylor, Lake Mills.

CORRESPONDENCE & APPEARANCES

- June 2013 Trustee Tale

Jackie Jacak commented on the correspondence included in the board packet in regard to family fun night. She informed the board that 421 people attended the event; 233 from Dodge County, 99 from Jefferson County, and 89 from Washington County.

APPROVAL OF ACTION LOGISTICS AS NEW DELIVERY VENDOR PER 7/9 BID PROCESS

- The contract Action Logistics is proposing is a three year contract that would run from 2013-2014, 2014-2015, and 2015-2016.
- The sorting will be done at the MWFLS headquarters.
- Dwayne Morris questioned how we currently manage our delivery contract with Steve's Delivery. Steve's Delivery contract was renewed on a yearly basis. Dwayne was concerned if this timeframe would lock us in a non-competitive price over the next several years. The board felt the proposed pricing was within reason.
- The proposed Action Logistics delivery contract will be a decrease of \$3,320.00 from the current contract with Steve's delivery.

It was moved by Dan Stoffel and seconded by Jane Colwin that the MWFLS Board of Trustees approves the September of 2013-2014, 2014-2015, 2015-2016 Action Logistics contract for 3 years, at \$740.00 per day, 251 days per year, for a total cost of \$185,740.00 per year with a gas surcharge beginning at \$3.75 per gallon, and authorize the signing of said document by the Board president. Motion carried by roll call vote, all in favor.

- The trustees that attended the opening of delivery bids on July 9<sup>th</sup> felt it was in the best interest of MWFLS and LLS to move forward with a five county delivery bid.
- Lakeshores Library System board met on July 16, 2013 and decided to continue with their current vendor for the next three years.
- MWFLS and LLS will share the intersystem delivery cost at 50%.

It was moved by D. Stoffel and seconded by L. Gray that the MWFLS Board of Trustees approve the September 2013-2014, 2014-2015, 2015-2016, Action Logistics contract for 3 years, at \$40.00 per day, 251 days per year, for a total cost of \$10,040.00 per year, with a gas surcharge starting at \$3.75 per gallon. Lakeshores Library System will be billed 50% of the cost, for a total of \$5,020.00 and authorize the signing of said document by the Board President. Motion carried by roll call vote, all in favor.

## MINUTES

A motion was made by J. Colwin and seconded by D. Rakowski to approve the May 14, 2013 minutes. Motion carried by voice vote, 13 ayes, 1 abstain.

## FINANCIAL REPORTS

A motion was made by D. Stoffel and seconded by P. Edgar to approve payment of May/June Computer Checks in the amount of \$186,133.48 and Manual Checks in the amount of \$1,568.65, and director requested reimbursement in the amount of \$561.36, for a total of \$188,263.49. Motion carried by roll call vote, all in favor.

It was moved by J. Colwin and seconded by D. Morris that the MWFLS Board of Trustees accept and place on file the 2012 audit from Winter, Kloman, Moter, & Repp S.C. Motion carried by voice vote, all in favor.

## OPERATIONS REPORT

### *Director's Report*

- Sue informed the board that a new IT Technician has been hired. Dustin Foust will begin on August 5, 2013. Dustin did consulting work during the absence of an IT person at MWFLS and the libraries enjoyed working with him. Dwayne Morris questioned what Dustin's responsibilities will be once he starts. Sue informed the board that he will begin working with the libraries to get familiar with their equipment and set-up. Once that has been accomplished, he will start training with Jim Novy on helpdesk.

### *Joint LLS/MWFLS Merge Discussion 6/19/13*

- The joint SHARE agreement committee met on June 19, 2013 to discuss and see if there was interest again between Lakeshores & Mid-Wisconsin to merge. Some of the items discussed were; what we are already doing together, what the draw backs would be, and what would need to get done to merge.

- Dwayne questioned what the process is for merging the two systems together. Jackie Jacak read a document that was handed out last July by John DeBacher, from the DPI. According to the information read the systems and county would need to approve the merger. The local library boards do not, although Jackie noted, that the county would probably vote based on the recommendations of what their local library would want.

#### *Director's Council Meeting*

- Jane Colwin questioned why the minutes were not included in the packet. Jackie noted, in the future she would include them with the board packet.
- Jane asked Sue if there was any feedback in regard to the merger discussion with Lakeshores. Sue noted there was not.

#### *Personnel Meeting*

- The Personnel Committee met prior to the July meeting for the director evaluation.

### NEW BUSINESS

#### *Discussion and Possible Action to Pursue Merge with LLS*

- Loren Gray feels this committee did not have authorization to discuss pursuing a merge. He also questioned how this committee was appointed. Jane Colwin noted that Kristen Hewitt was leaving Lakeshores and this was a time sensitive issue to help LLS understand what direction to go in in regard to hiring a new director. Loren noted the board should have been aware of the meeting and the conversation that took place. No communication was provided.
- Dwayne questioned who the members of this committee are. Sue informed the board it is the same members that worked on the SHARE agreement; Doug Rakowski, Jane Colwin, Dan Stoffel, Paul Marose, Jennifer Einwalter, Stacey Lunsford, Sue Cantrell and Jackie Jacak.
- Sue informed the board about the next meeting that will be taking place in Racine at the Johnson Foundation Wingspread Facility. The morning session will have a variety of people to discuss the merging topic. The afternoon will be a working session for the LLS/MWFLS committee members.
- Dan Stoffel questioned Steve Ohs if Lakeshores will wait to hire a director until they decided yes/no on the merge. Steve felt they would continue with him as interim until there is a decision made or until the systems merge.
- Dwayne expressed interest in starting to have the board meet monthly again rather than bimonthly since going forward into the future there will be so many time sensitive issues. The overall board agreed. Jackie noted that the board wouldn't have to vote on these changes since bylaws were not changed to reflect the bimonthly meetings. Jackie also questioned the board about hospitality for the meetings for the two that were not budgeted. The board agreed to have hospitality at the two additional meetings.
- Juanita Schultz expressed, she would like to see how the next six months go with LLS now that we have a new signed agreement. She felt this would be a good indication about the future business relationship and if we want to pursue merging with LLS.

It was moved by Jane Colwin and seconded by Doug Rakowski that the MWFLS Board of Trustees continues to pursue merge discussions with Lakeshores Library System. Motion was amended.

It was moved by Dwayne Morris and seconded by Loren Gray to add to the above motion, and Ruth Schmitt, MWFLS Board President, appoint the committee members needed to carry forward these discussions. Motion carried by voice vote, all in favor.

Motion approved as; the MWFLS Board of Trustees continue to pursue merge discussions with Lakeshores Library System and Ruth Schmitt, Board President, appoint the committee members needed to carry forward these discussions.

*Vice President Vacancy*

- Ruth would like to appoint Jane Colwin as Vice President and leave the Secretary spot vacant.
- Jackie noted that this change would require a vote per the MWFLS bylaws.

It was moved by Dwayne Morris and seconded by Doug Rakowski that Jane Colwin fills the Vice President vacancy until December 31, 2013. Motion carried by voice vote, all in favor.

ADOPT NEXT MEETING DATE & ADJOURNMENT

Next meeting will be Tuesday, August 27, 2013 at 6:00p.m at Mid Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

It was moved by Loren Gray and seconded by William von Rohr to adjourn the meeting. R. Schmitt, Board President, adjourned the meeting at 7:32 p.m.

Respectfully Submitted,  
Jackie Jacak, Recording Secretary